

## **RPMS Training Course Description:**

### ***PCC Data Entry Operator (Part 1) and Supervisor (Part 2) Training***

Instructor: Gary Lawless

Audience: Part 1 - Newly-hired PCC Data Entry Operators, other Operators without formal PCC training, and experienced Operators needing a refresher course or needing an update on new features of the PCC Data Entry System. Part 2 – Personnel who serve as their site's Lead PCC Data Entry Operator or personnel who supervise PCC Data Entry Operators.

Length: Part 1 - 3 days; Part 2 - 1½ days.    Hours: 8:30 - 4:30 daily.

Objectives: Part 1 - Students will learn about the Patient Care Component and its relational file structure. Students will learn to review a variety of PCC Encounter Forms and abstract appropriate data into the PCC utilizing some 100 data entry mnemonics. Students will learn ICD Coding skills and use of the PCC ICD Coding Tool. Students will learn how to display visits and produce health summaries to validate what they have entered. Students will learn how to modify and delete erroneous data. Students will learn how to merge and transfer data from multiple visits into the appropriate PCC visit record.

Part 2 – Supervisory staff will learn to update a variety of PCC tables relevant to the data entry process, including customizing tables used by the automated ICD Diagnosis and Procedures Coding Tools. Students will learn to utilize the Un-coded Diagnosis Tool. Students will learn quality assurance procedures for evaluating quality of data entered by PCC Operators. Students will learn to use Staff Productivity Analysis Reports. Students will learn to export PCC data to the IHS Data Center. Students will learn to establish/modify PCC Data Entry Site Parameters.

Teaching Method: The course consists of a video presentation, lecture with handouts, and numerous computer hands-on exercises and practice sessions.